

# **VCAA Assessment Online**

## **Instructions for Brighton Primary School**

Updated by Jon Knight 8/11/05

# VCAA ASSESSMENT ONLINE – BRIGHTON PS

## Contents

<b>Front Page</b>	.....	1
<b>Contents</b>	.....	2
<b>Teacher Instructions</b>		
Types of tests.....		3
Delivering a test.....		4,5
Enrolling a student into a test.....		6
Marking a test.....		7,8
Running reports.....		9
<b>Student Instructions</b>		
Starting the test.....		10
<b>Teachers &amp; Administration Instructions</b>		
Downloading VCAA Online Tests, Marking Guides and Answer Sheets.....		11,12
Support information/Troubleshooting.....		13

## **VCAA ASSESSMENT ONLINE – BRIGHTON PS**

### **Types of tests**

#### **Background information:**

Enrolling students into a test session is not compulsory for public tests. It is only compulsory for formal tests.

Formal tests are when students have to sit an AIM test and the results are uploaded to the VCAA for analysis and reporting.

Public tests are all kept internally.

#### **What are Adaptive tests?**

Adaptive tests deliver sets of questions to students that vary according to student ability. Depending on the responses given in the previous questions, the system automatically presents easier or more difficult questions to each student.

#### **What are Linear tests?**

Linear tests deliver the same questions, in the same order, to each student.

# VCAA ASSESSMENT ONLINE – BRIGHTON PS

## Delivering a test

1. Double left click on **Internet Explorer**. This should be on your desktop screen.



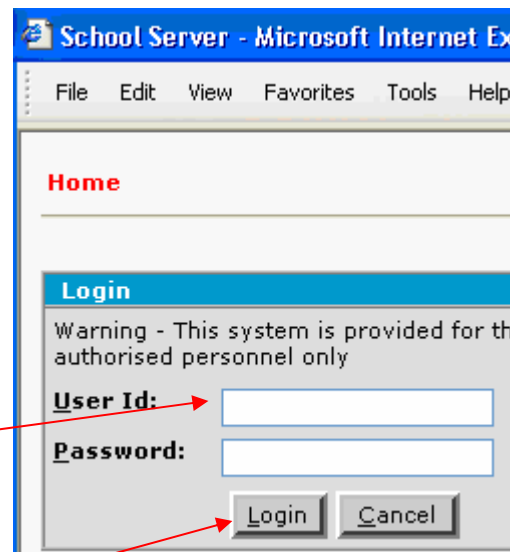
2. In the address bar type in the website <http://aimonline/> and hit enter.



### **Please note:**

Click **Yes** or **Install** if a window pops up. If a message "Some required setting on this machine is missing" appears click on "**Click Here to Update the Setting on this Computer**"

If you are on the admin network (e.g. Sandra) you will need to type in <http://10.38.239.36/> and hit enter.



3. Click on **Administration System (Authorised users only)**

4. Type in the **username** and **password** as follows:  
Username: brighton  
Password: brighton

5. Click on **Login**

6. Click on **Test Delivery**

7. Click on **Public**

8. Click on **English** or **other subject**

9. Click on **Search**

## VCAA ASSESSMENT ONLINE – BRIGHTON PS

**10.** Left click on a **test**. (The test must be highlighted.) Write down the test number as you will need to know this number to run a report later.

**11.** Click on **Sessions**

**12.** Click on **New**

**13.** Type in the **Key Life (hrs)**. This is the number of hours for which this test session key will be valid from the activation date and time. E.g. if the activation date and time is 1/5/2001 1.00pm and the key life is 3 hours, then the test session key will not work after 4.00pm)

**14.** Type in the **Test Session Length (mins)**. This is the length of time that students have to sit the test. Does not apply to adaptive tests)

**15.** Tick what you would like displayed (Raw, etc)

**16.** Click **Apply**

**17.** Write down the session key (e.g 5S6L9FCS – **You can write this down on the next page example**)

**18.** Click **OK**

## VCAA ASSESSMENT ONLINE – BRIGHTON PS

### Enrolling a student into a test

1. Click on the test you selected earlier (e.g. **1281 – English 1 Reading 2/3**) at the top of the screen
2. Click on **Search**
3. Click on the **session** you created
4. Click on **Students**
5. Click on **New Enrolment**
6. Click on **Add**
7.
  - a. If you want to enrol a single student type in **their name** or type in the **home group**  
Click on the **student(s)** (To highlight multiple students hold down the **Ctrl** key)  
Click on **Select** (Under Search Result)
  - b. If you want to enrol a whole grade type in the **home group i.e. 4b**, select **Single** next to **Page Display** and click **Search**  
Tick the box next to **Highlight All**  
Click on **Select** (Under Search Result)
8. You may print this screen to show students their student code.  
If correct click on **OK**. Write down the **student code (e.g. ada0003)** and **date of birth** as you will need this info when logging the student on.
9. You have now enrolled the student into the test session
10. Click on **Logout**

### Fill out the following (Example)

Test number: \_\_\_\_\_

Session key: \_\_\_\_\_

Student code: \_\_\_\_\_

Day of birth: \_\_\_\_\_

Month of birth: \_\_\_\_\_

# VCAA ASSESSMENT ONLINE – BRIGHTON PS

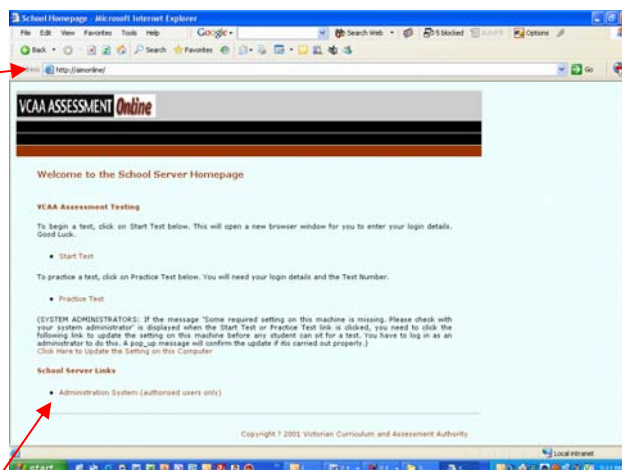
## Marking tests (Open response tests available in 2006)

The VCAA Assessment Online system provides the ability to deliver linear tests that contain questions that a computer is unable to assess. These questions are called person assessed questions or open response questions. Such questions can be given a score based on a set of marking criteria. Generally these types of questions are key-in long answer questions, where the student can type in a paragraph, story or essay.

1. Double left click on **Internet Explorer**. This should be on your desktop screen.



2. In the address bar type in the website <http://aimonline/> and hit enter.



### **Please note:**

Click **Yes** or **Install** if a window pops up. If a message "Some required setting on this machine is missing" appears click on "**Click Here to Update the Setting on this Computer**"

If you are on the admin network (e.g. Sandra) you will need to type in <http://10.38.239.36/> and hit enter.

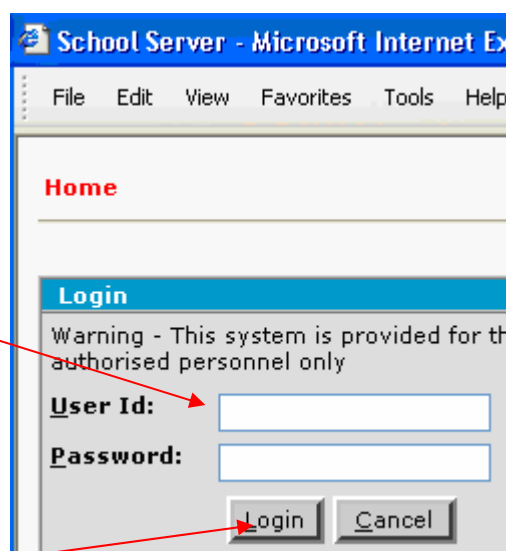
3. Click on **Administration System (Authorised users only)**

Type in the **username** and **password** as follows:

Username: teacher

Password: 1542

**You will require your own username and password to officially mark tests. Please ask Jon.**



4. Click on **Login**

5. Click on **Test Assessment**

## VCAA ASSESSMENT ONLINE – BRIGHTON PS

**6. Click on Mark Test**

**7.** You will require a floppy disk. The floppy disk is required for marking tests as a security measure. The first time you login it will write a security key to the floppy disk. You will need this floppy disk to Mark Tests in the future.

If the floppy is lost you will need to ask Jon to recreate your user account. If you are not prompted to insert a floppy or it cannot find the authentication key the reason for this is the security key has already been written to a floppy disk for that particular user you logged in with.

**9. Click on OK and then OK again.**

**8. Select the test to mark and then left click on Mark Next button.**



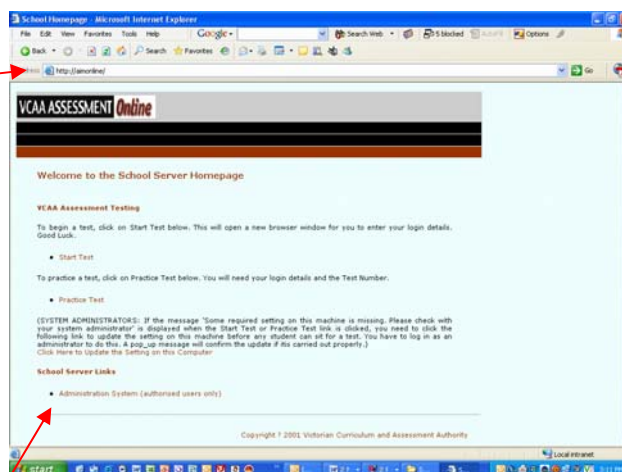
# VCAA ASSESSMENT ONLINE – BRIGHTON PS

## Running reports

1. Double left click on **Internet Explorer**. This should be on your desktop screen.



2. In the address bar type in the website <http://aimonline/> and hit enter.



### **Please note:**

Click **Yes** or **Install** if a window pops up. If a message “Some required setting on this machine is missing” appears click on “**Click Here to Update the Setting on this Computer**”

If you are on the admin network (e.g. Sandra) you will need to type in <http://10.38.239.36/> and hit enter.

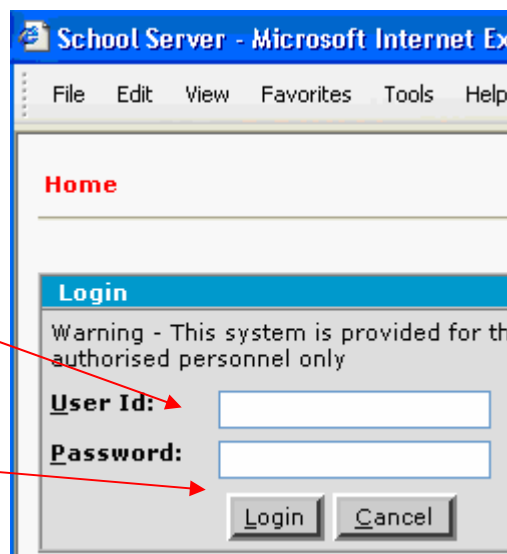
3. Click on **Administration System (Authorised users only)**

4. Type in the **username** and **password** as follows:

Username: brighton

Password: brighton

5. Click on **Login**



6. Click on **Reports**

7. Click on the **selection box** next to **Report name**

8. Choose: **Student Raw Score by Question CSF Level** , **Class Raw Score by Question CSF Level** , **Student Percentage Correct by Question CSF Level (Linear)**

9. Type in the **test number** (e.g. 1281 – English 1 Reading 2/3) and click **Preview Report**. **If the window does not appear due to popup blocking software. Refer to Support information/Troubleshooting page.**

# VCAA ASSESSMENT ONLINE – BRIGHTON PS

## Starting the test

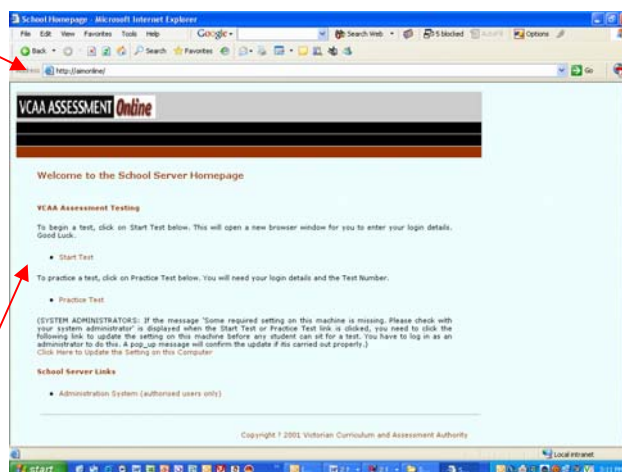
1. Double left click on **Internet Explorer**. This should be on your desktop screen.



2. In the address bar type in the website <http://aimonline/> and hit enter.

### **Please note:**

Click **Yes** or **Install** if a window pops up. If a message “Some required setting on this machine is missing” appears click on “**Click Here to Update the Setting on this Computer**”



3. Click on **Start Test** (Click **Yes** or **Install** if a window pops up)

4. Type in the **Session key**. Refer to page 5 example. This is what you created earlier (e.g. 5S6L9FCS)

5. Type in the **Student code**. This is the student's cases id (e.g. ada0003)

6. Type in the **Day of birth**.

7. Type in the **Month of birth**.

8. Click on **login**

9. Click **OK** to confirm the details.

10. You may use **Control – K** to pause the test if you need to.

## VCAA ASSESSMENT ONLINE – BRIGHTON PS

### Downloading VCAA Online Tests, Marking Guides and Answer Sheets

1. Double left click on **Internet Explorer**. This should be on your desktop screen.



2. In the address bar type in the website  
<http://www.aimonline.vic.edu.au/>  
and hit enter.



3. Click on **On Demand Testing**

4. Click on **On Demand Testing Login**

5. Click **Yes** to warning

## VCAA ASSESSMENT ONLINE – BRIGHTON PS

6. Type in the username and password  
 Username: OND10288 (Case sensitive)  
 Password: D821456 (Case sensitive)

Please make sure the correct username and password is entered otherwise the account may be locked out.

7. Click on **Login**

VCAA Central Server - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Home

**Login**

Warning - This system is provided for authorised personnel only

User Id:

Password:

Login Cancel

Problems Logging In?

8. Click on **Test Bank**
9. Click on **Download Test**
10. Click on **Public**
11. Click on **English** or **other subject**
12. Click on **Search**
13. Select your Test and click **View**
14. Information regarding the test will be displayed.
15. Click on **Download**. This will download the test to our local server. This may take 20-45 minutes.
16. Click on **Marking Guide** or **Answer Sheet** to download.
17. Click on **Logout** (Located on the top right hand corner) when you are finished.

## VCAA ASSESSMENT ONLINE – BRIGHTON PS

### Support Information/Troubleshooting

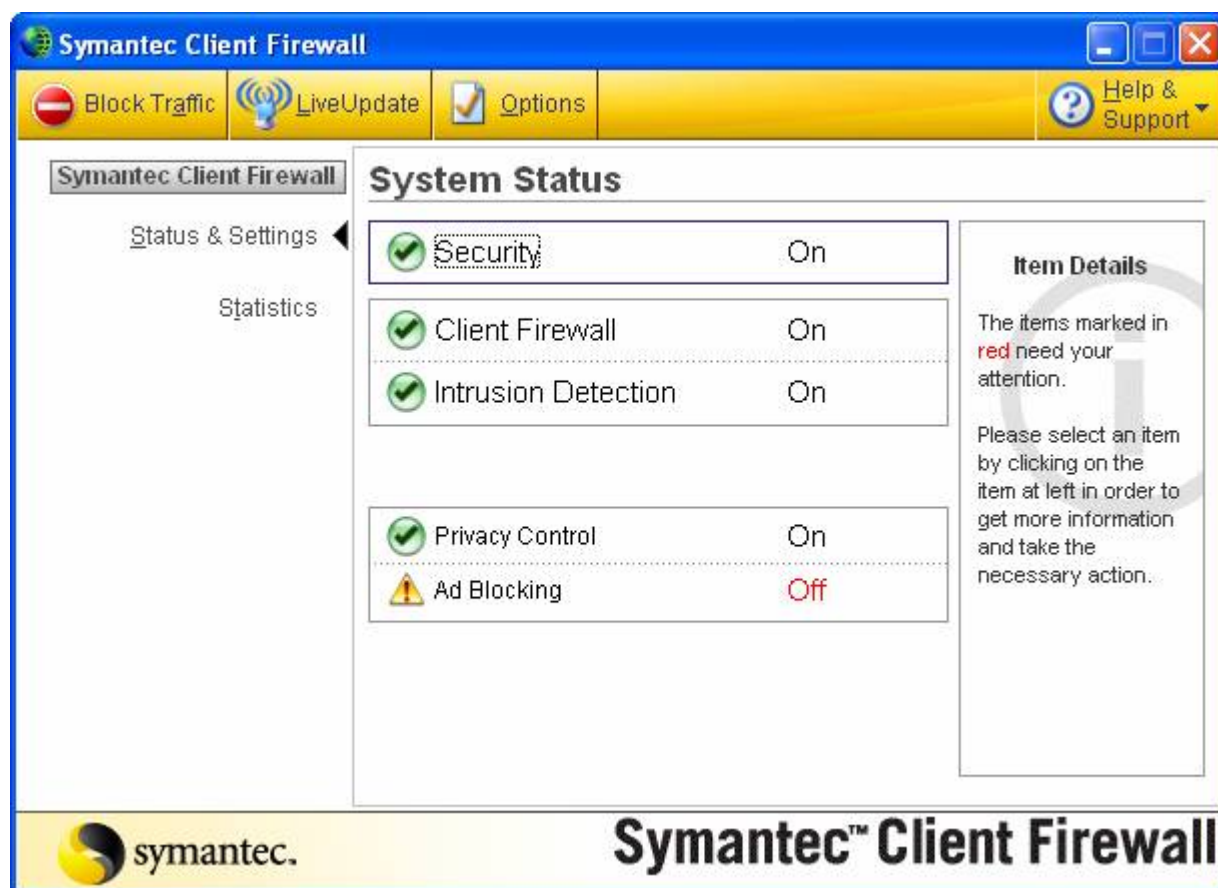
**Q.** I can't preview reports. I click on Preview Report and nothing appears?

**A.** This only applies to staff using **R50, R51 and R52 model notebooks**. You will notice **running reports with VCAA Assessment Online does not work**.

The solution is to **turn off ad blocking with the Symantec Firewall**. When you click on Preview Report the Firewall blocks the popup.

To do this **double left click on the Blue and green world icon on the bottom right corner**.

You will now see a window like the following. Left click on **Ad Blocking** and click on **Turn Off**. Close this window. Now running reports will work. Internet Explorer has a popup blocker so you will still be safe from popups.



**Phone contact to VCAA Helpline - 1800 623 681**

**Activation Code = 659**

**CD Code = VCAA8222**